DUE DATE EDIT RELINQUISHES NEED FOR CHANGES

As indicated in Tip & Technique Volume 1, Issue 100, an edit has been added to allow only 65 days between the current effective date and the due date. Prior to this edit being added, users could follow the procedures outlined in T&T, Vol. 1, Issue 95 for requesting due date changes in the current effective month. With the implementation of this edit, it will no longer be necessary for MAIN to perform due date changes.

POSTING DEPOSIT ADJUSTMENTS IN AGENCY DEPOSIT CLEARING FUND (BY TREASURY)

Treasury will identify deposit adjustments that will be recorded in the Agencies' Deposit Clearing Fund, INDEX 99970, PCA 99970, no comptroller object. The current document number will begin with MI for positive adjustments and the current number will begin with MD for negative adjustments. Agencies are responsible for examining the detail related to the positive and negative adjustments and subsequently adjusting the agency records accordingly.

Establish Positive Adjustment (Credit Memo):
TC 798 Deposit Adjustment Increase to Agency-Treasury
dr 0070 Equity in Common Cash
cr 2110 Treasury Adjustment Positive Pending

Agency Reclass Positive Adjustment with Companion transactions using Batch Type G and Screen S509. The components of the transaction are TC 462 Agency Reclass of Treasury Positive Adjustment to reverse the original entry made by Treasury and TC's switching the 151-171 range to reclass.

Establish Negative Adjustment (Debit Memo):
TC 797 Deposit Adjustment Decrease to Agency-Treasury
dr 2115 Treasury Adjustment Negative Pending
cr 0070 Equity in Common Cash

Agency Reclass Negative Adjustment with companion transactions using Batch Type G and Screen S509. The components of the transaction are TC 463 Agency Reclass of Treasury Negative Adjustment to reverse the original entry made by Treasury and TC's within the 151-171 range with a Reverse Code to reclass.

NOTE: TREASURY RECEIVES A CREDIT OR DEBIT MEMO FROM THE BANK. THIS ITEM IS REFLECTED ON THE BANK STATEMENT. THE APPROPRIATE BANK ID IS THEN ENTERED ON THE TC 798 AND /OR TC 797.

TREASURY WILL MANUALLY WRITE THE APPROPRIATE BANK ID NUMBER ON THE DOCUMENTATION SENT TO AGENCIES, AS WELL AS, A SCREEN PRINT OF THE TC 798 OR TC 797 ENTRY. THIS DOCUMENTATION SHOULD ASSIST AGENCIES IN THEIR RECLASSIFICATION PROCESS SINCE THEY CANNOT ACCESS THE TREASURY ENTRY ON-LINE IN R*STARS.

NOTE: IT IS VERY IMPORTANT THAT AGENCIES USE THE SAME BANK ID ON THESE RECLASS TRANSACTIONS AS WHAT TREASURY USED TO ESTABLISH THE POSITIVE OR NEGATIVE ADJUSTMENT, TC 798 OR TC 797. THIS IS CRITICAL FOR BANK RECONCILIATION PURPOSES. IT IS UNLIKELY THAT THE BANK ID WILL EVER BE "000".

AGENCY CLEARING AND RECLASSIFYING NSF CHECKS

Agencies are responsible for reversing the entry established by Treasury and reclassifying the receivable. Companion transactions using Batch Type G and S509 Companion Transactions Entry Screen are used to reverse the entry made by Treasury and to reclassify the funds. The components of the companion transaction are TC 109 to reverse the original entry made by Treasury with Transaction Code 799 and either TC 118/117 OR TC 918/917 to reclassify the receivable.

Note that the reference document on TC 109 must be the current document number recorded with TC 799.

NOTE: IT IS VERY IMPORTANT THAT AGENCIES USE THE SAME BANK ID ON THESE TRANSACTIONS AS WHAT WAS USED TO ESTABLISH THE NSF WITH TREASURY'S TC 799. THIS IS CRITICAL FOR BANK RECONCILIATION PURPOSES. IT IS UNLIKELY THAT THE BANK ID WILL EVER BE "000".

REPORT REQUEST PROFILE PERIODS

The setting of period and fiscal year on the 91 report request profile are more important now that two fiscal years are open.

Report Coordinators should check the fields **Period** and **Fiscal Year** on their active 91 Report Request Profile records. Now that two fiscal years are open, the logic for extracting report records has been tightened up to select records for the appropriate Fiscal Year.

If Period is equal to `**CM'** (current month), reports will be generated for the current month in Fiscal Year 96. Through the end of October, if Period is equal to `**PM'** (prior month), you will get reports with September, 1995 data (FY 95). Beginning November 1, 1995, reports with Period = `**PM'** will produce reports for October 1995 (FY 96). The `**CM'** and `**PM'** options will automatically pick up the Fiscal Year associated with the current and prior month. Current Fiscal Year and Current Month are shown on the R*STARS 97 System Management Profile.

Report Requests for Fiscal Year 95 should be set with Period = `**13'** and Fiscal Year = `**95'** unless you are requesting a report for another month in Fiscal Year 95. Do not try to use period **CM** or **PM** with Fiscal Year = `95', because the Fiscal Year associated with CM & PM will select Fiscal Year 96 data.

ADPICS REPORTS AVAILABLE IN RMDS

Based on user request, the following ADPICS reports will be run weekly through the end of November:
PCHR0210 Open Requisition Report
PCHR0212 Open Purchase Order Report
PCHR0325 Aged Open Payables Report

See Tip & Technique Volume I-Issue 92 for more information.

WEEKLY VERSION OF STATEWIDE DAFR8680 FOR MONTH 13 WON'T BE RUN ON THE WEEKENDS THAT YEAR END REPORTS ARE RUN

On the weekends that Year End Reports are run, the three DAFR8680 weekly report requests for month 13 will not be run because they duplicate the Year End report request for the DAFR8680.

The weekly DAFR8680 reports for month 13 are under 000 GAH DAFR8680 WEEKLY REPORT in RMDS as requests 06, 07 and 08. The Year End DAFR8680 will be request 30 under 000 GAH DAFR8680 YEARLY REPORT.

CENTRAL TRANSACTION CODE RELATED PROFILE CHANGES

TRANSACTION CODE

TC No.	Screen	Title	Data Elements	Comment
28A	886	Adjust Encumbrance Not in R*STARS YR End	VNUM	Made blank
28A	887	Encumb. Liquidation-Not in R*STARS Yr-End	VNUM	Made blank
28A&B	447	Establish Cash in Transit	Status Code	Changed I to A
28A&B	448	Reverse Cash in Transit (From PY)	Status Code	Changed I to A

COMPTROLLER OBJECT

Comp. Obj. No.	Screen	Title	Data Elements	Comment
6310	D10	IMT to Local Post Secondary Ed Institution	Status code	Changed I to A

This section will be distributed each week identifying all changes to Transaction Codes, Comptroller GL Accounts, Comptroller Objects and user Classes made in the previous week.

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